

**Town of Wilmot**  
**526-4802**  
**Town Hall Rental**  
**PO Box 72**  
**Wilmot, NH 03287**

**RULES OF USE**

1. The cost for the rental of the Town Hall must be paid prior.
2. All renters must provide a liability insurance certificate for the date(s) of the rental. Non-Profit organizations sign a HOLD HARMLESS AGREEMENT.
3. All renters are obligated to leave the Town Hall in a clean and orderly condition, that includes the removal of all refuse and re-setting of all the furniture and appliances in their proper places. All renters must provide a general maintenance fee deposit of \$50.00 to be held and refunded upon surrender of the Town Hall in a clean and orderly condition.
4. **THERE IS ABSOLUTELY NO SMOKING IN THE BUILDING.**
5. **THERE IS ABSOLUTELY NO ALCOHOLIC BEVERAGES TO BE SERVED ON TOWN PROPERTY AND/OR IN THE BUILDING.**
6. The Town of Wilmot Police Department must be contacted to determine if police coverage for traffic control is required. 526-2646 or 526-2289.

**Town of Wilmot**  
***Board of Selectmen***  
**526-4802**  
**Town Hall Rental**  
**PO Box 72**  
**Wilmot, NH 03287**

**INSTRUCTIONS FOR APPLICANTS FOR RENTAL OF**  
**TOWN HALL**

*Read carefully before completing attached application*

Fees:

The Board has imposed the following work schedule of fees for use of the Town Hall. Fees do not pertain to official boards, committees, or commissions of the Town. The Board of Selectmen may, at its sole discretion waive the charging of fees for use.

Rental fee Schedule – **ALL PAYMENTS TO BE MADE IN ADVANCE**

**Rental:** One Hour to Twenty Four Hours: **\$ 50.00**

There will be a general **maintenance fee deposit of \$ 50.00** to be held and refunded upon surrender of the Town Hall in a clean and orderly condition that includes the removal of all refuse and resetting of all furniture and appliances in their proper place.

Any organization that is permitted the use of the building without charge (therefore, pays no maintenance fee deposit) will be billed for any necessary cleaning or damages.

Any non-profit organization that is permitted the use of the building without charge must sign a **HOLD HARMLESS AGREEMENT**.

An **Insurance Liability Certificate** is required with a minimum of \$500,000.00 for residential use and \$1,000,000.00 for commercial use.

Town of Wilmot  
P.O. Box 72  
Wilmot, New Hampshire 03287

APPLICATION FOR RENTAL OF WILMOT TOWN HALL

Date application filed: \_\_\_\_\_

Name of Person completing form: \_\_\_\_\_

Name of Organization represented: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Alternate # \_\_\_\_\_

Type of Function: Please provide a detailed description of your proposed activity.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date(s) requested: \_\_\_\_\_

Time(s) requested: \_\_\_\_\_

Anticipated number of attendees: \_\_\_\_\_

.....  
Town Representative to fill in

Deposit received: \_\_\_\_\_ Rental fee received: \_\_\_\_\_

Certificate of Insurance YES NO Deposit Fee returned: \_\_\_\_\_

Police Required:                      YES      NO

\_\_\_\_\_  
Police Officer Signature

\_\_\_\_\_  
Date

\*\*\*\*\*

Date \_\_\_\_\_

Approved: \_\_\_\_\_

Denied: \_\_\_\_\_ Reasons: \_\_\_\_\_

\_\_\_\_\_  
Chairman of the Selectboard

\_\_\_\_\_  
Selectman

\_\_\_\_\_  
Selectman

**RULES OF THE USE OF THE TOWN HALL  
HOLD HARMLESS AGREEMENT**

As the responsible person, I have read and agree to abide by the “rules of the use of the Town Hall.” I am attaching herewith a check for **\$50.00 to cover the rental charge**. Also attached is a check in the amount of **\$50.00, refundable** upon surrender of the Town Hall in a clean and orderly condition, that includes the removal of all refuse and re-setting of all the furniture and appliances in their proper places.

Any organization that is permitted the use of the building without a charge (therefore, pays no maintenance fee deposit) will be billed for any necessary cleaning or damages. Any organization, whether permitted the use of the building with or without a charge, shall be liable to the Town for any damages to the Town property arising out of the use of the Town Hall by the organization, its members, officers, agents, employees and invitees.

The undersigned agrees that the person or organization, and its members, officers, agents, employees and invitees shall have no claim or action against the Town in the event that the Town Hall is not available for any reason to be used by the organization on the date indicated.

**HOLD HARMLESS AGREEMENT**

As the use of the premises of the Wilmot Town Hall.

The undersigned agrees to indemnify, defend and hold harmless the Town of Wilmot and its employees from any and all loss, cost (including attorney’s fees), damages, expense and liability in connection with claims for property damage, bodily injury or death of any person which may arise out of the use of the Wilmot Town Hall.

Name of Responsible Person: \_\_\_\_\_

Name of Organization Officer and title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_